



Providing quality meats, culinary oils, and family experiences in Southeastern NH

Dear Prospective Craft Vendor,

We are excited to announce the dates for the upcoming 2021 Sunflower Festival on the weekends of July 31st & August 1st and August 7th & 8th. Last year's festival was a challenge with Covid, but we all pulled together for a successful event and we are excited to see what 2021 has in store!

In order to maintain the "hand-crafted" integrity of this event, only items personally handcrafted by you, the artist, will be accepted for display. There will be no resale of purchased or commercial items. This includes items like Scentsy, Mary Kay, etc. Sunflower themed items are strongly encouraged.

Two items that we want to make clear this year. Tents **MUST** be weighted with at least 40 lbs per leg. There have been high winds that come through the farm and tents that are not properly weighted are a danger to customers and other vendors. Anyone without the appropriate tent weights will be asked to take their tent down. There is also **NO SMOKING** at Coppal House Farm. Those not abiding by these rules will be asked to leave.

Please complete and return the application along with your payment to reserve your space. Spaces are allocated based on quality and what will best diversify the market. Depending on the number of applications we receive, we may have to limit vendors to just one weekend, so we encourage you to mark which weekend you would prefer if we cannot offer you both. All applications must include payment to be considered. **ABSOLUTELY NO APPLICATIONS WILL BE ACCEPTED WITHOUT PAYMENT.** **You must apply for an ENTIRE weekend, applicants will not be accepted for just one day.**

Cancellation Policy

All cancellations must take place at least 4 weeks (by July 2nd) prior to the first date of the festival to receive a full refund of stall fees. Late cancellations up to one week (by July 23rd) prior to the first date of the festival will only receive a refund if their stall can be filled. There will be absolutely no refunds the week leading up to the festival.

Bounced Check Policy

If your check bounces, you will have one week to remit you new payment including the bounced check fee. If payment is not made within one week of notification, your space will be forfeited.

118 North River Rd Lee, NH 03861 (603) 659-3572

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Regarding Vendors Selling Soap

Every year we receive a surplus of applications pertaining to soap. Due to the limited size of our fair, we can only accept 2-3 soap vendors for each weekend. When sending in your application, please tell us what makes your soap unique. If you include soap as one of a diversity of products, we may ask that you not bring it to sell. We will be choosing 2-3 vendors that make soap and soap related products as their sole display. Thank you for your understanding.

Applications will be accepted until March 31st, 2021. Email confirmation will be sent to those vendors assigned spaces by April 15th, 2021. Please do not assume that you have been assigned a space until you have received an email confirmation. Checks for stall fees will be cashed after notification of spaces has been made.

If you are not allocated a space, your check will be shredded, and you will be placed on a waiting list in the event of a cancellation. Late applications will be reviewed once those received on time are allocated spaces.

Sincerely,

Meghan Kelley
General Manager
Coppal House Farm

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What You Need To Know

Dates: Saturday July 31st & Sunday August 1st and Saturday August 7th & Sunday August 8th, 2021

Space Size: Each space is 10'x10'.

Unloading: Setup begins at 8:00 am Saturday morning. When you arrive at the farm please wait to be directed. If you park without an attendant giving you instructions on how to do so, you will be asked to move. When you arrive at your spot, please unload all the items from your vehicle and move your vehicle from the sales area before setting up your space.

**If your tent requires a lot of time to set up, you may schedule your setup for Friday evening between 4:00pm and 6:00pm by calling the farm or indicating your preference on the application. Setup will not begin on Saturday morning any earlier than 8:00 am.

Location: The vending area will be down our shaded farm lane past our barns, we will send out a map after spaces have been allotted. You will be required to drop off your items, and then move your vehicle. Vehicles will not be allowed in the sales area after 9:30 am, so you must arrive by 9 am be unloaded by 9:30 am.

Packing Up: The farm is open from 10 am to 6:30 pm. You may not pack up until 6 pm on Sunday. Due to the change of location, we cannot allow vehicles into the sales area until at least 6 pm. Please be courteous to those still vending and of customers that may still wander through as you move your vehicles through the sales area.

Tent Info: All spaces are **outdoors** on grass and gravel with no electric hookups. Be prepared for all types of weather. Tents are strongly encouraged, but not required. If you do bring a tent, you **MUST** have the legs weighted, stakes alone are not enough. If you choose to set up your tent without the proper weights, you will be asked to take your tent down. Flying tents are a hazard to our customers as well as your fellow vendors, please be sure you bring the proper equipment with you for an outdoor event. You must provide your own tables and chairs. Setup may be left for the

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entire weekend without breakdown. Coppal House Farm will not be responsible for any equipment or goods left on the premises.

Trash: You are responsible for cleanup of your space at the end of your stay. We are proud to be a farm of distinction, and with that comes the responsibility that the grounds are kept clean.

Cut-off Date for sign-ups: Sunday March 31st, 2020 – Any applications received after this date will only be reviewed if there are spaces left.

Payment: Stall fees are \$100 per weekend. Please make all checks or money orders out to Coppal House Farm and include payment with your application.

Social Media: Coppal House Farm will create a Facebook event page specifically for this craft fair. Anyone with an active Facebook business account will be made a co-host. This means you will need to be sure to include how to find your Facebook page on your application. Please refrain from creating your own event pages. Word of this event will travel faster and receive more notice by everyone if they are sharing the same event page and be less confusing for our customers. We encourage you to post your items on this event page in the weeks leading up to the fair.

WiFi: Coppal House Farm does not provide WiFi for public use, nor does it reach this new location. Cell network service can also be spotty in our location, so please plan accordingly. We will do our best to notify customers and encourage them to bring cash or checks for their purchases. There is no ATM on site, but there is one located a couple of miles up the road.

We look forward to having you at our farm for this most anticipated event! We would love to promote all our vendors in any way possible, so please provide us with your website and/or social media information so we can link to your various sites as well as digital photos of your products that we can post on social media and the website.

Please call the Coppal House Farm office at 603-659-3572 or email coppalhouse@comcast.net with any questions.

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2021 Sunflower Festival Craft Fair Application

Vendor's Name: _____ Phone(H): _____

Business Name: _____ Phone (W): _____

Website: _____ Email Address: _____

Home Address: _____

Description of Craft (please be specific): _____

Photos of merchandise are appreciated

Please choose the dates you would like to attend. If you cannot attend the whole weekend you may select just one date, but preference will be given to those coming all weekend. If you want to attend both weekends, please write which one you prefer in the case that we can only give you one.

Sat July 31st & Sun Aug 1st

Sat Aug 7th & Sun Aug 8th

Friday July 30th Setup

Friday Aug 6th Setup

Preferred

Preferred

Stall fees are \$100 per weekend. You must include a check for the full amount to be considered for a vending space. Additional Info you would like for us to know (Facebook URL, early setup on Friday evening, etc): _____

Signature _____ Date _____

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